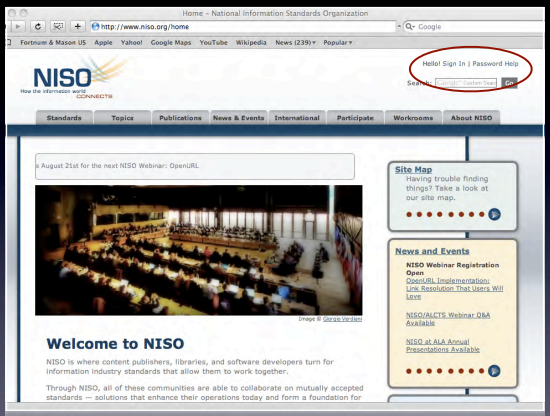
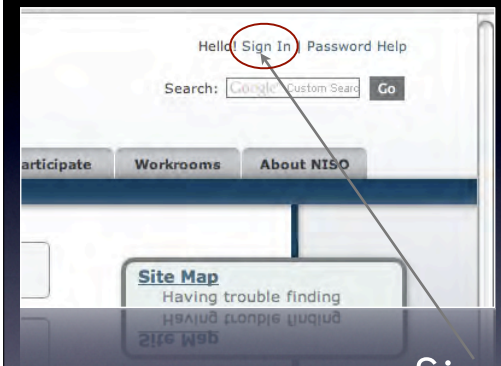
USING THE NISO WORKSPACE

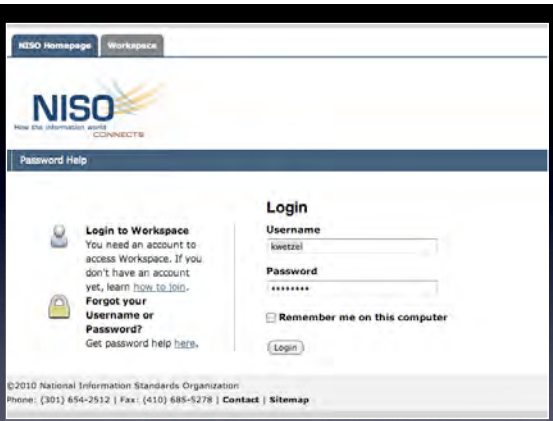
Last updated 19 February 2010 kaw



www.niso.org

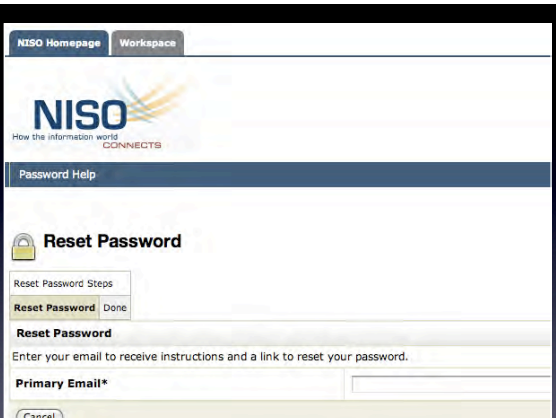


Sign In

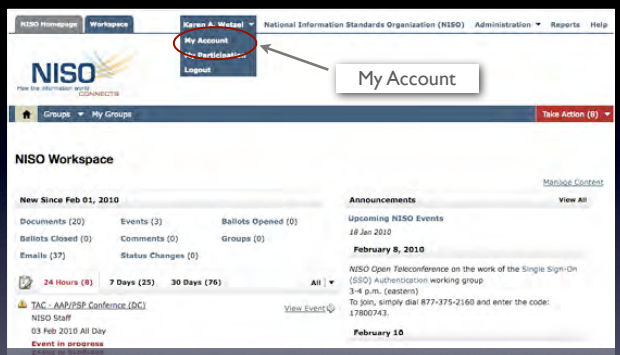


Sign-in Screen

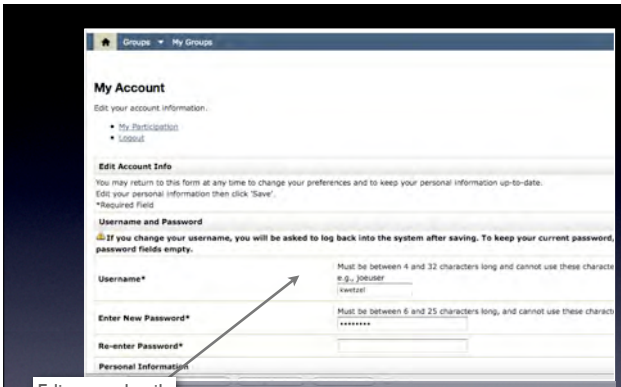
Password Help



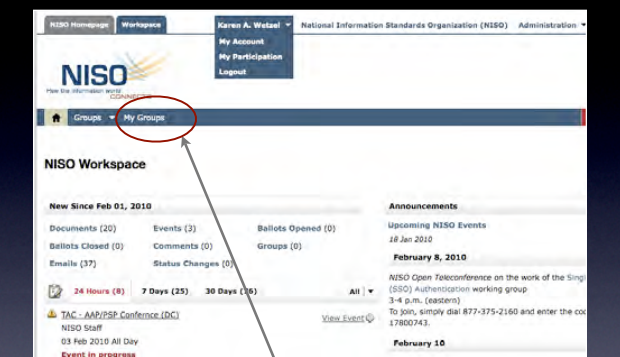
Password Help Page



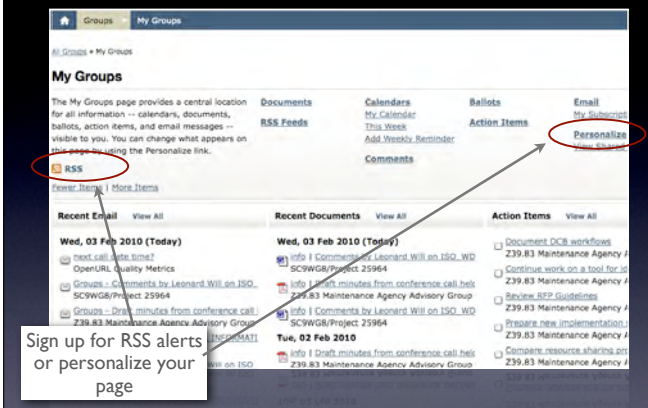
NISO Workspace
(main landing page after logging in)



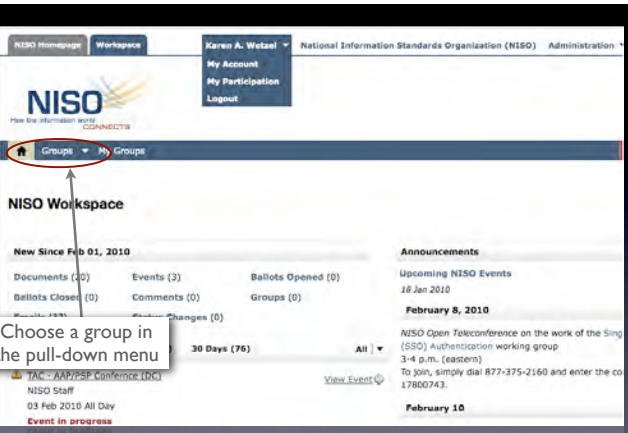
My Account



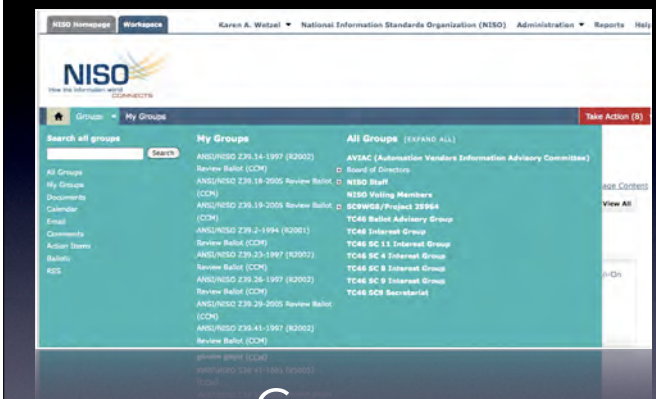
Click on “My Groups”



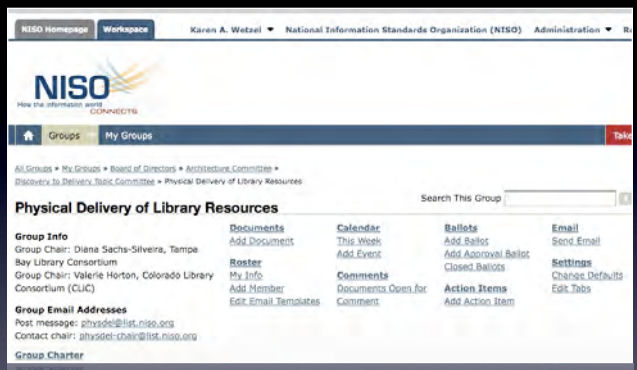
My Groups page



Choose a Group



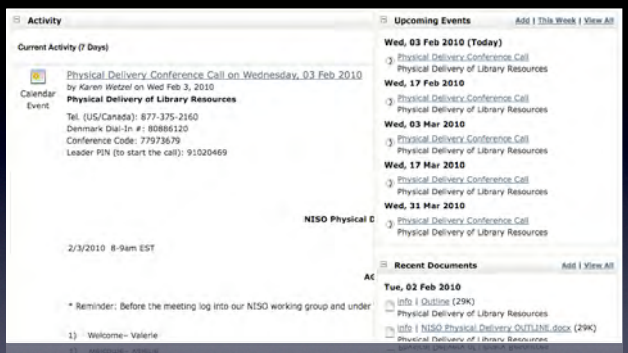
Groups



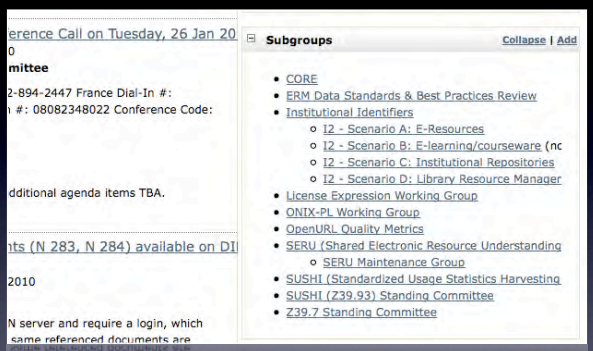
Group Home

(Physical Delivery Workspace)

Group home (workspace)

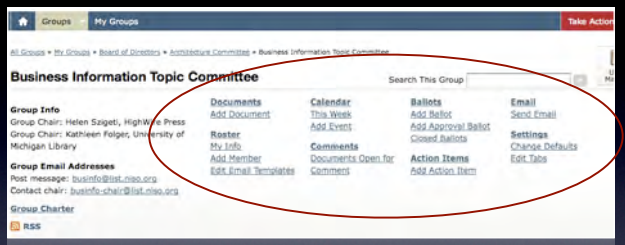


View current activity, recent documents, e-mails, and more.



Group Home - Subgroups

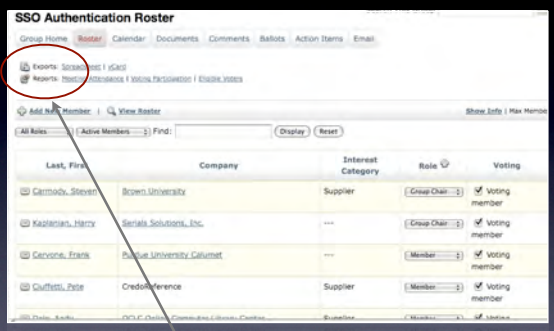
(Business Information Topic Committee)



Workspace Tools

Roster, Calendar, Documents, Comments, Ballots, Action Items & E-mail

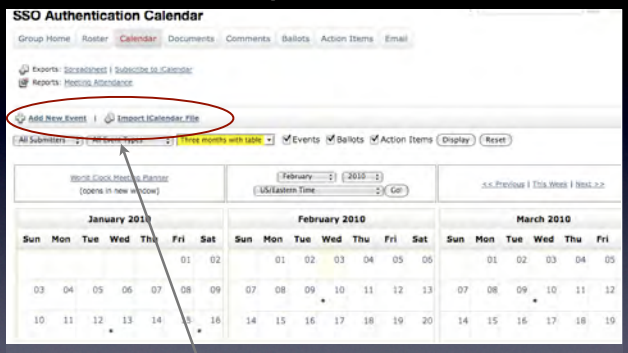
Group Roster



Get roster contact information and reports.

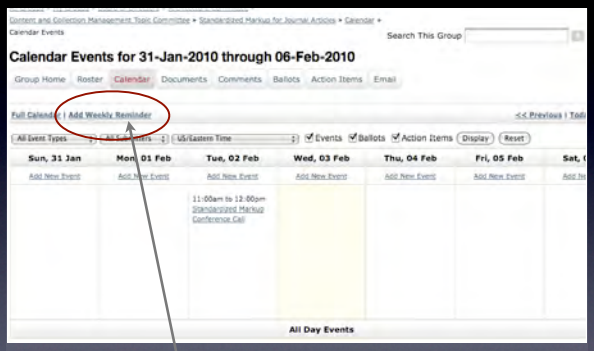
Note: Roster additions and deletions are managed through the NISO office.

Group Calendar



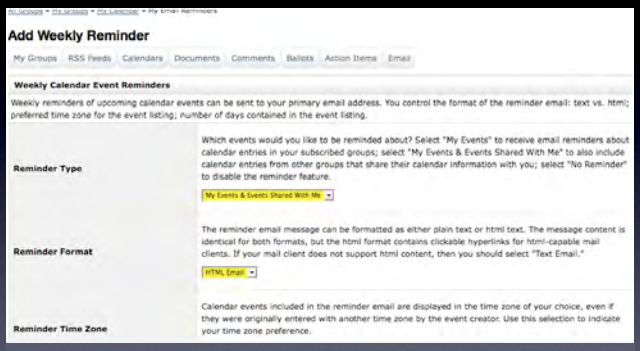
Add new events to your group calendar. These can be shared with other groups or with the public.

Group Calendar



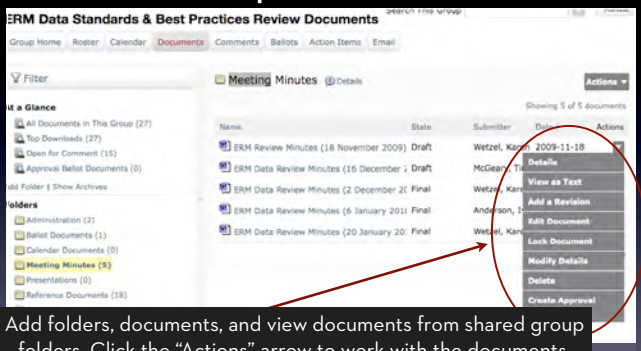
View your calendar in weekly format to have the system send you weekly reminders.

Group Calendar

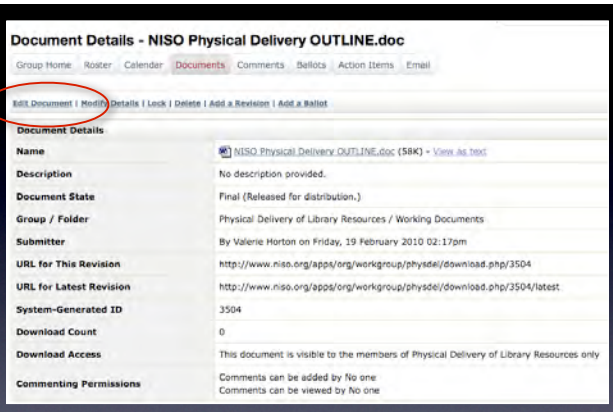


Setting up weekly reminders

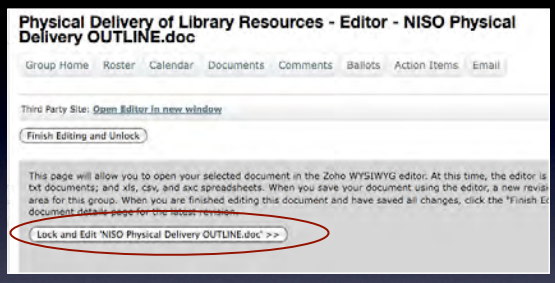
Group Documents



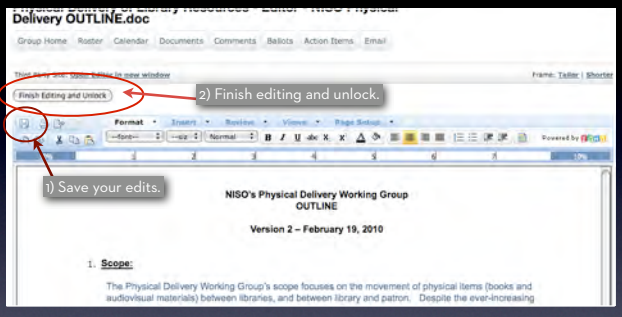
Add folders, documents, and view documents from shared group folders. Click the "Actions" arrow to work with the documents. "Edit Document" will let you edit online; "Details" will give you more information. Add a revision to a document and the original document will be retained so a history of earlier drafts exists.



You can edit documents online by clicking "Edit Document" under the Action arrow (previous slide) or on the Details screen (as here).

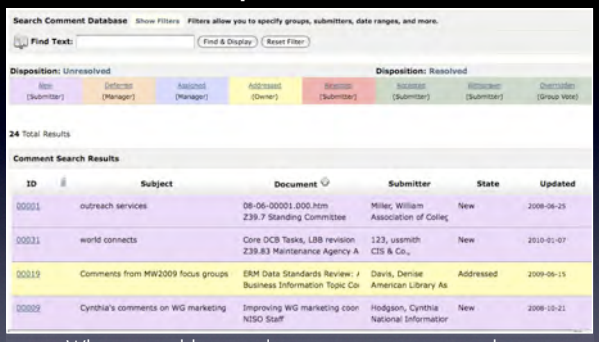


After you click "Edit Document" you will need to lock the document for editing.



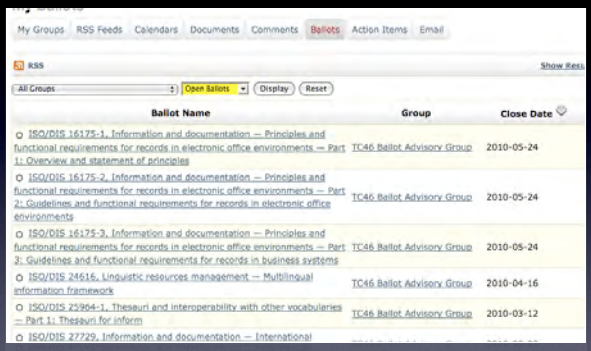
After you have made your edits, 1) Save your edits, and then 2) Finish Editing and Unlock.
The system will automatically save the document as a revision.

Group Comments



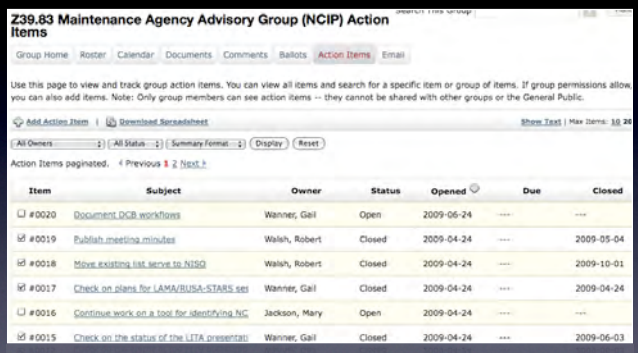
When you add a new document, you can opt to have Comments turned on. This can be for commenting within the group or for public commenting on a document. Comments can be accessed in the workspace.

Group Ballots



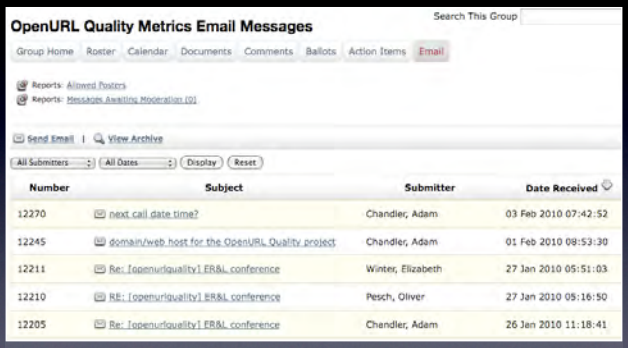
Ballots might be created outside the group or can be created in the group. These can be official votes (e.g., approving a version for trial use) or more informal (e.g., voting on a logo).

Group Action Items



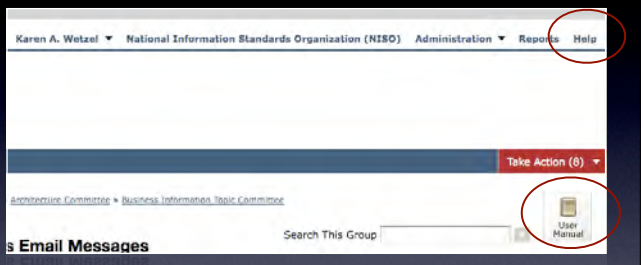
Create action items for your working group or committee.

Group E-mail



View your group's e-mail archives or send e-mail to your group through the web interface.

Having trouble?



Click on "Help" or the "User Manual" icon for more information on the system, or contact Karen Wetzel, NISO's Standards Program Manager, at kwetzel@ niso.org.